

MEMO

To: Class 4 Certified Career and Technical teachers

From: Jodi Koterba

Subject: Notice of Safety and Liability Course Offering

MSU- Great Falls Professional and Continuing Education will be offering a Safety and Liability Course Spring 2007. The course will be delivered in a fully online format. Students may opt to take the course for one college credit or for OPI Renewal Credits.

The course is laid out as six units of information. Course participants will read provided materials, respond to a class discussion of their reading, and complete a quiz per unit.

The Units to be covered are:

- Unit 1- Workplace Hazards- General and Specific
 - Material Data Safety Sheets (MSDS)
 - Blood Borne Pathogens
- Unit 2- Government Regulations for Workplace Safety
 - OSHA
 - NIOSH
- Unit 3- Teacher Responsibility and protection
 - National Teacher Protection Act
 - Montana Safety Culture Act
 - Montana Department of Labor and Industry
- Unit 4- Classroom safety curriculum
- Unit 5- School Shop/Lab Safety Checklists
- Unit 6- Accident Investigation and Documentation Procedures

To register for the course students need to access the MSU- Great Falls Professional and Continuing Education Website at <http://outreach.msugf.edu/> they will then select the “how to Register” link on the left hand menu. They will need to download and complete the “Great Falls Registration Form” located on the right hand menu. If students wish to receive college credit for the course they will also need to download and complete the “Credit Course Application” located on the right hand menu on the “How to Register” webpage. The renewal credit course is called GFEDUC 116-81 and has a CRN # of 93835. The course taken for college credit is the same information but named GFEDUC 199-81 and has a CRN # of 93836.

Anyone wishing to complete the course in the Spring of 2007 should complete their registration before January 17. For future semester enrollment, student must enroll prior to the first day of classes for that semester.